Automate Your Mail Receipt Process

Your benefits

- Digitalization of mail receipt for cost savings, transparency and increased speed of all mail-related processes
- Integration into existing IT infrastructure through advanced web-service architecture
- A single entry point for all documents and processes
- On-demand use in the cloud
- Easy connectibility to other xSuite solutions

xSuite Mailroom

The digital mailroom — simple and consistent

Communication in the business world today is complex, with constant overlap and interplay of physical and digital media. Processing incoming mail, be it on paper or as electronic mail, poses numerous challenges, and even the most highly organized companies are seldom as efficient as they would like. Our xSuite Mailroom is a compelling solution for automating this process. Incoming correspondence undergoes intelligent classification and is automatically forwarded to the individual or application designated as the recipient. This kicks off a processes void of detours. With xSuite's seamless integration, it's as if it all were cast from a single mould.

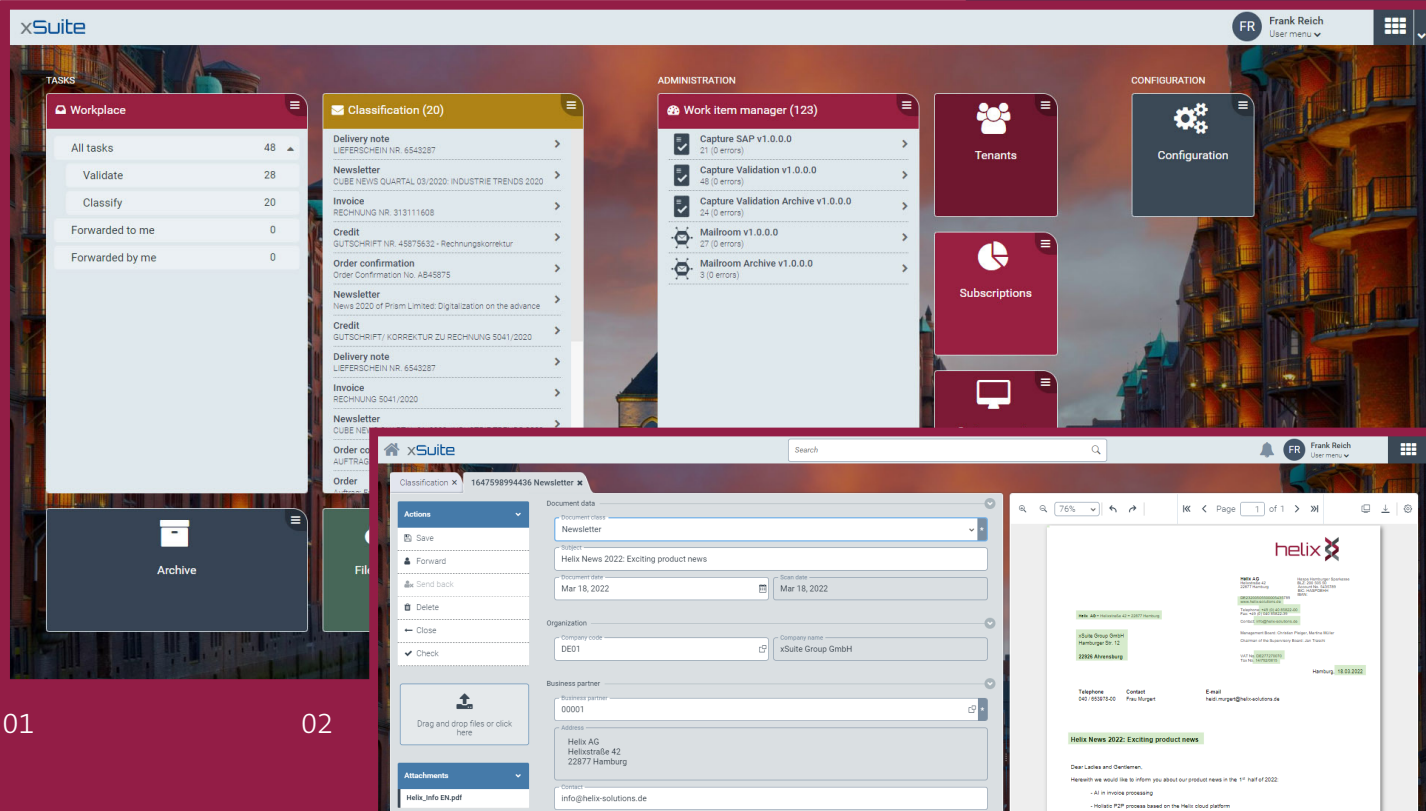### A single entry point for all documents and processes in your company

The Mailroom solution enables automated processing of all mail, even at distributed company locations. The digital inbox functions as a distribution center that receives documents from a wide variety of inbound channels, classifying them automatically based on their information, and extracting them. The mail is then transferred to the defined target systems. This not only speeds up mail distribution considerably, but also makes it transparent and traceable.

Classification, extraction, and verification – we keep it simple with AI and machine learning

Each incoming element, be it a letter, an e-mail, or a fax, is first made uniformly searchable and then transferred to the automatic classification step. Here the document class is determined by means of complex algorithms based on machine learning. It uses full-text content analysis for this. This is an automatic background process that does not require any user interaction. After the classification step, document extraction takes place, with a set of predefined fields automatically read. The mail is then made available for review. During document reading, it is possible to add and train specific fields. The user can do this conveniently in the web client while editing. No intervention is required when training the process.

User-friendly technologies

xSuite uses state-of-the-art technologies for its classification system. Document classes are defined through automated analysis of document contents. Any user can create document classes by click. A unique benefit offered by xSuite is that, when new document classes are added to the system, others that have already been trained are not negatively influenced.

xsuite.com

xSuite
It's simple. It's digital.

01 Dashboard   02 Classification of a document

Easy input any way, any how

In our solution for postal receipt, we don't make any compromises — processing simply must be made easy and efficient for all documents. The broad range of input scenarios supported includes ones like capture via local scan client. Whether the software is integrated into an MS Office environment or connected by web service, whether a document is unstructured or a machine-readable PDF, xSuite can handle just about anything.

Workplace and app center — more than just a mailroom

The digital mailroom is based on the xSuite cloud platform for document-based processes. The xSuite workplace, however, is much more. It offers a 360° view of all documents and processes. With a single inbox for tasks and documents, you have a comprehensive overview at your fingertips, quick access to everything you need for your daily work, and an interface that brings you straight to your company's important applications. Departments and administrators can use the app center to add more applications to a workplace for quick access, and users can individualize them for maximal workplace ergonomics.

Consistent automation and hybrid scenarios

The digital mailroom is just the first step in processing incoming documents efficiently. Also use other cloud solutions from xSuite to automate subsequent processes: Documents classified as invoices with Mailroom can automatically be transferred to xSuite's Archive for archiving in the cloud. The step of document extraction with our capture solution can also take place directly in the cloud. And hybrid scenarios can be implemented for seamless automatic transfer to your locally installed follow-up workflow or ERP systems.

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xSuite
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